

BROADWAY ★ BUILDERS ★

JOB TITLE:	Project Manager
REPORTS TO:	Project Executive / Vice President
PREPARED BY:	Bernard Ruf
PREPARED DATE:	November 20, 2012
REVISION DATES:	2/19/14BR, 9/21/16BR, 11/7/16CD, 5/11/18 BR,3/15/2021BR
HAS AUTHORITY OVER:	Project Management Team (incl. PM's, APM's, Project Engineers, Superintendents, Assistant Superintendents, Field Technicians, and Labor Staff)
FSLA STATUS:	Salaried, exempt

SUMMARY

The Project Manager will direct all phases of management of the project. This includes but is not limited to; schedule development and maintenance, budget development and maintenance, monthly Anticipated Cost Reports (ACR) and Financial Status Reports, procurement and purchasing, contract management and compliance, project team management, construction oversight, quality control, safety and compliance, client communications, project documentation, document management and organization, and project turnover and warranty, as well as other requirements as outlined herein. The Project Manager will supervise and perform all aspects of contract administration including contract review, field directives, change orders, back-charges, violation management, project start-up, permitting, inspections, consultant management, all required reports and reporting, and final punch list and closeout procedures. Duties will include internal resource coordination, scheduling and management, client consulting, account management, and municipal agency management and communications. The Project Manager will fully understand the contents of the Corporate Safety Manual and ensure complete compliance by all workers on the Project. The Project Manager will also fully understand all Broadway Builders Policy & Procedures as outlined in the Corporate Operations Manual, or as otherwise outlined by Broadway Builders Senior Management, and will ensure complete compliance to all of those Policies & Procedures.

AREAS OF RESPONSIBILITY

Team Member Management and Development

1. Assist the Senior Management in recruiting, interviewing and hiring all construction personnel when assistance is requested. Understand the job descriptions of all field employees on your project.
2. Provide required Training for all Assistant Project Managers, Project Engineers and Superintendent Staff and all other team members and support staff per their unique job

descriptions. Understand every aspect of the Project Management Team so you can properly train each Team Member according to their job description.

3. Supervise Assistant Project Managers, Project Engineers and Superintendents to ensure adherence to project budgets and schedules, and in accordance with all company and jobsite policies and procedures.
4. Fully understand the Employee Growth Review and Evaluation process and effectively conduct Growth Reviews on all direct reports.
5. Identify, report and resolve employee questions or issues and handle any employee disputes or employee performance problems as necessary and per Broadway Builders Policy & Procedure.
6. Provide Leadership and guidance to all Broadway Builders employees on site, ensuring that they have proper knowledge of job requirements and their roles in the success of the project.
7. Monitor and ensure that all onsite Team Members understand and adhere to all Broadway Builders Policies and Procedures.

Construction Process

1. Responsible for the general oversight and management of the project throughout the design, pre-construction, construction, final punch-list and project turnover phases, including document close-out. This includes responsibility for Broadway Builders Staff, Vendors, Trade Contractors, jobsite Safety and Security, Material Management, Logistical Planning, Property Protection, Coordination, Communication, Documentation, Financial Management, and all other Operational requirements necessary to successfully execute the construction of the Project.
2. Set up and properly maintain all project files including hard files and digital files in accordance with company policy and procedures.
3. Create or cause to be created the Construction Master Schedule, Two-Week look-ahead schedules, and all other schedules as required and review with Assistant Project Managers and Superintendents to ensure accuracy and that all Team members are in agreement. Regularly update and maintain the accuracy of all Schedules accordingly.
4. Work with Expeditor to create Permit Log and coordinate the procurement and maintenance of all required Permits and approvals. For projects not using a third-party Expeditor, the Project Manager is fully responsible to obtain and maintain all permits and licenses required for the performance of the Project.
5. Maintain up-to-date project progress information and cost data and control reporting documents. Work with Project Accountant or Controller to maintain accurate financial records and tracking of budgets for the term of the Project(s). Understand and maintain an ACR report, properly outlining change orders, potential change orders, and other anticipated costs. Understand and maintain a General Conditions ACR and planning schedule, projecting and

tracking Human Resource requirements and cost as well as all soft costs required to construct the Project.

6. Establish project objectives and performance standards in accordance with Company Quality Standards and within the requirements of the Project Plans and Specifications.
7. Monitor Trade and Vendor performance, schedule maintenance, quality control, safety, and compliance and report on a regular basis as requested or directed by the Vice President, or Project Executive. Communicate daily with the Superintendent to gain knowledge regarding Trade performance and ensure that Superintendent provides accurate and timely data to support your reports.
8. Oversee the preparation and presentation of an accurate monthly report explaining the current status of the Project including any variances, with explanation for each variance. Monthly Reports should include Financial Status review which should be assembled along with the ACR and the monthly Requisition. Monthly Report should also include Schedule summary, explaining where the Project is vs. the planned schedule and an explanation of any variance.
9. Fully understand the Corporate Operations Manual and the Policy & Procedures within that Manual and monitors adherence to those procedures and policies, and ensures that the Project Team(s) are instructed on such and have the capacity to carry out these Policies and Procedures.
10. Review all Plans and Specifications to ensure proper compliance and coordination with the Sub-contractors and Vendors. Meet on a regular basis with the Construction Superintendent(s) to discuss field compliance of Trades and Vendors in regards to the Plans and Specifications. Address any non-compliance accordingly.
11. Supervise and coordinate all construction related tasks on the jobsite including, Team management, Subcontractor and Vendor management, scheduling of deliveries and activities, site safety, public safety, inspection coordination and oversight, logistics, site security, and all other related work.
12. Responsible for all daily logs, weekly payroll time sheets, compliance forms, wage forms and reports, checklists and quality control reports, Inspection logs, drawing and sketch logs, As-built logs, change order logs, RFI logs, submittal logs, security logs, tool and equipment logs, subcontractor insurance logs, TCO and CO logs, punch list logs, Warranty manuals, Attic stock logs, Photo journal, Contact lists, Daily reports and all other forms or reports as require required by the Senior Management.
13. Schedule and conduct on-site inspections with bank inspectors.
14. Approval of all Subcontractor and Vendor invoices and requisitions and monitor payment distribution and release of retention. Review % complete from Trade Contractor requisitions with the Superintendent to verify that all billing requests are aligned with actual work completed. Verify that there are no Trade issues of back-charges that need to be considered prior to approving the Trade requisition. Manage collection of all back-up for deliveries and field purchases from local vendors, etc.

15. Verifies on a Monthly basis that Trade Contractors and Vendors have completed the Requisition Process properly, including collection of all Lien Waivers, tiered sub and vendor Lien Waivers, and proper back-up prior to release of payments to Trades.
16. Organize or cause to be organized, record and manage Project meetings, Trade meetings, Safety meetings, DOB meetings, MTA meetings, DOT meetings and other meetings as required for proper Project Management.
17. Work closely with the Superintendent to understand what field related issues are present and take required action to support the needs of the Superintendent in his / her effort to manage, correct, direct, and coordinate action to contend with such issues.
18. Manages the project procurement and purchasing process and understands the importance of ordering and releasing materials with proper lead time considerations. Consults with the Superintendent and Project Team to verify delivery schedules and requirements so as to not ill affect the progress of the work. Understands and uses the P.O. system, Subcontract process, and insurance and compliance requirements and ensures that all Trades and Vendors have properly been engaged and purchased.
19. Prepares, distributes, and monitors Trade work scopes and ensures the use and compliance thereof by team all Team members, Trade Contractors, Consultants, etc. as required.
20. Overall Management of any and all Changes that occur on the Project. Must verify all potential changes with the Field Team for verification prior to issuance of Field Directives or Change Orders.
21. Verifies with Project Accountant all payment amounts prior to release of payments to Trades and Vendors by way of a Monthly Requisition Review Meeting. Makes recommendations on Retainage releases and any potential hold backs on payments due to Trade issues from the field. Outlines explanation for any oddities or out of sequence payments and explanation for any budget variance.
22. Ensures proper management of all deliveries, material storage, distribution and protection. Oversee and collaborate with Superintendent on coordination plans and Logistics Plans to ensure Safe and effective delivery and distribution occurs.
23. Secures the Project at all times and ensures proper Security and access controls are in place.
24. Ensures that all Field Reporting has been completed on Daily, Weekly, and Monthly basis and verify accuracy of Superintendent's and other Team Member Reporting.
25. Upon notification from the Superintendent, takes action to address and correct any issues arising from unforeseen conditions or major issues that arise.
26. Maintain Project appearance and cleanliness. A Projects first impression will be the lasting one for potential clients, Building Department Officials and Governmental Agencies and a bad first impression will lead to lost income for the Project, Violations, excessive Inspections, etc. It is the Project Manager's responsibility to coordinate with Trade Contractors and Broadway Builders Team Members to actively patrol, clean and maintain an organized, clean and SAFE worksite.

27. The Project Manager is responsible for always maintaining a professional approach to conducting business as a representative of Broadway Builders. Be a positive representation of Broadway Builder's professionalism and set the example for all who work on the Project.

General & Daily Requirements and Technical Skills

1. Serve as the Project's resource for information regarding all Human Resource, Managerial, or Technical issues, questions or problems.
2. Maintain current data on all applicable codes, code changes / updates and responsible for communicating all updated information to construction field personnel and Contractors as necessary.
3. Maintain relationship with Inspection agencies, and Municipal agencies and report important information to Senior Management as required.
4. Understand in detail the Policy & Procedures of the Company and communicate those requirements effectively with all Trade Contractors, Vendors, and Broadway Builders Staff Members to insure proper adherence to those Policies.
5. Ensure that all Broadway Builders owned Tools & Equipment is maintained properly and regularly, and that records are properly kept by Field Staff in the maintenance and inventory of that equipment.
6. Maintain a professional, safe and organized work environment at all times.
7. Conduct and cause to be conducted regular Safety Inspections on the entire Project Site. Document and Enforce Safety rules and find ways to celebrate good practice and behavior to create a "Safety Culture" on the Project.
8. Create and maintain a cohesive and synergistic work environment on the project site between all Broadway Builders Staff Members, and Trade Contractors.
9. Continually see ways to improve the moral and atmosphere on the Project and help to create pride in the workers attitudes to raise the level of commitment to the Project.
10. Seek ways to maintain the highest Quality Standards and encourage all Team Members and workers to follow that lead.

Education and Experience

Bachelor's Degree in Construction Management, Engineering, Architectural or Business Management is desirable and 10 years' experience in Construction Management, Business Management, or related activities in the construction industry; or equivalent combination of education and or experience.

Communication skills

Ability to read, analyze, and interpret complex documents (engineering and land planning layouts, topography maps and blueprints). The Project Manager must have the ability to respond effectively to the most sensitive inquiries or complaints. Ability to effectively communicate pertinent information to all levels of management/ownership and field operations, both in writing and verbally. The Project Manager needs to be the voice of reason and control on the Project with the ability to communicate to all Team Members with both authority and understanding compassion. The Project Manager is expected to be the ultimate Leader on the Project site and needs to be able to create an atmosphere of integrity, trust, and control. The key to that success is excellent communications with the entire Project Team.

Computer Skills

Must have excellent computer skills and experience with or the ability to learn the following computer applications:

- Excel
- MS Word
- MS Outlook
- Microsoft Project or similar Scheduling program
- Jonas Premier Construction Management programs
- Triax Spot-r worker Access & Monitoring System
- Blue Beam Plan Editing & Mark-up Software
- MS Powerpoint